

13 May 1958

AN OVERSEAS CAREER CORPS  
for the  
CENTRAL INTELLIGENCE AGENCY

INTRODUCTION

The criteria, procedures and administrative policies discussed below show how a career corps based on overseas service could be created for CIA. Many of the proposed features have been firmly established in the pattern of the Foreign Service of the Department of State. Legislative precedent exists for such a system and for the benefits and requirements thereof.

To the extent that it is practical, some of the most desirable features of the Foreign Service have been incorporated in this plan while those which are more restrictive and limiting have been discarded in order to provide a system more flexible than the Foreign Service. It would more closely meet our more unpredictable requirements than the Foreign Service System.

It must be recognized, however, that high standards of selection-in and selection-out and definable procedures must be assured before it is reasonable to expect the Congress to grant broad authority to the DCI for the establishment of the Corps.

1. Composition

The Overseas Career Corps will be composed of persons selected from the Career Staff who have demonstrated by actual overseas service their potential and intent to devote a substantial part of their career to duty overseas.

2. Eligibility for Selection

Members of the Career Staff who have served overseas for CIA or who have firm assignments for their first overseas tour of duty may be selected for membership in the Overseas Career Corps.

3. Selection Procedure

Selection will be by nomination to the Selection Board by the Head of the major operating component (the DDCI for DCI), the DD/C, the DD/I, the DD/P and the DD/S.

4. Criteria for Selection

Minimum criteria for selection will be established by the Career Council for members of the Overseas Career Corps, which will consist of the following categories of personnel:

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Overseas Career Intelligence Officers  
Overseas Career Support Officers  
Overseas Career Technicians  
Overseas Career Employees (Secretaries and Clerks)

A high level of language proficiency in at least one foreign language will be required of intelligence officers. Language proficiency will also be considered in the selection of support officers, technicians and employees but will not be a determining factor. Similarly, intelligence and assessment test scores will be considered, as appropriate, in the selection especially of junior members of the Corps. Recommendation by the Selection Board to the DCI of an individual for membership in the Overseas Career Corps will take place only after a personal interview of the individual concerned before the Selection Board or before a Panel working under the direct supervision of the Selection Board. Such a Panel will consist of not less than three senior officials, representing the DD/I, the DD/P and the DD/S.

**5. Appointment**

Members of the Overseas Career Corps will be appointed by the DCI upon the recommendation of the Selection Board.

**6. Tenure in and Removal from Overseas Career Corps**

a. An individual retains his membership in the Overseas Career Corps at the discretion of the DCI and may be transferred out of the Overseas Career Corps at any time by the DCI.

b. Individuals may appeal such action orally or in writing to the Selection Board which will forward its recommendation to the DCI. The decision of the DCI shall be final.

**7. Management of the Overseas Career Corps with Respect to Overseas Duty**

The Selection Board will annually recommend to the DCI the names of those persons who will be transferred out of the Overseas Career Corps, based on the amount of their actual overseas service or on their potential for further overseas service. The composition of the Overseas Career Corps will be so managed that:

**FIRST ALTERNATIVE:**

At the beginning of each Fiscal Year the total overseas Government duty, both TDY and PCS, civilian and Military of all members of the Overseas Career Corps will exceed 40% of the total of their total creditable Government service.

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**SECOND ALTERNATIVE:**

At no time will more than 60 percent of the Overseas Career Corps be permitted to serve within the continental limits of the United States. In order to hold to this figure, persons may be removed from the Corps because their overseas service falls below the average or because the likelihood of their serving usefully overseas in the future has diminished.

**8. Size of the Overseas Career Corps**

The Career Council will recommend annually to the DCI for his approval the overall size of the Overseas Career Corps and the size of the respective classes within the Corps. The DCI will, on the basis of these recommendations, determine the overall ceiling and the class ceilings for the Overseas Career Corps for the ensuing Fiscal Year.

**9. Method of Payment**

All members of the Overseas Career Corps will be paid from confidential funds whether serving in headquarters or overseas.

**10. Pay Scales**

a. All members of the Overseas Career Corps who are classified as Intelligence Officers or as Support Officers will be paid according to the pay scale for Foreign Service Officers. (See Appendix A)

b. All members of the Overseas Career Corps who are classified as clerical and secretarial employees or as technicians will be paid according to the pay scale for Foreign Service Staff Officers and Employees. (See Appendix B)

**11. Conversion**

Upon entering the Overseas Career Corps the individual will enter the class and step of the FSO scale or the FSS scale for which the salary is equal to or only just higher than his current GS grade and step. He will henceforth be classed as:

An Overseas Career Intelligence Officer, or  
Overseas Career Support Officer, or  
Overseas Career Technician, or  
Overseas Career Employee (Secretary or Clerk)

of Class 1, or Class 4, or Class 8, as the case may be.

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**12. Effective dates**

Entry of individuals into the Overseas Career Corps will be effective on 1 January and 1 July and on those dates only.

**13. Wage Administration**

Wage administration in the Overseas Career Corps will conform to that in the Foreign Service, e.g.

- a. Step increases will be automatically granted on 1 July of each year.
- b. After reaching the highest step of the class, an individual may receive up to four longevity step increases, each equal to a regular step increase when granted by the Promotion Board, but he may not receive more than one in any one fiscal year.
- c. Legislation will be sought so that meritorious step increases, in addition to step increases in a and b above, may be granted by the Honors Board.

**14. Promotions**

Promotions of members of the Overseas Career Corps within the overall annual promotion quota set by the Career Council will be approved by the Promotion Board upon the recommendations of the Career Panels, through the Heads of the Career Services. Promotions to any one class in any one year will be simultaneous.

**15. Retirement**

A member of the Overseas Career Corps will earn an annuity computed at 2 1/2 times total years of creditable Government service times 5 year highest average salary. On 30 June following the fulfillment of two conditions, age 50 and 20 years of creditable Government service, a member of the Overseas Career Corps will retire unless the Retirement Board has recommended his continued employment to the DCI. Retirement at age 60 shall be at the discretion of the DCI whether the member of the Overseas Career Corps has 20 years of creditable Government service or not. The DCI's decision shall be final.

**16. Selection-Out and Severance Pay**

A member of the Overseas Career Corps may if selected-out by the Promotion Board and if he is between the ages of 40 and 50 and has 15 or more years of creditable service receive severance pay, at the discretion of the DCI, equal to a maximum of his annual salary at termination computed

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at the rate of one twelfth of his terminal salary for each year of creditable Government service. He will withdraw his contributions to the Retirement Fund with interest compounded annually at 3%. Severance pay shall be paid from the Retirement Fund. A member of the Overseas Career Corps who has been selected-out and who has less than 15 years total creditable service will receive no severance pay but he will withdraw his contributions to the Retirement Fund with interest compounded at 3%.

**17. Appeal from Selection-Out**

A member of the Career Corps or of the Overseas Career Corps who has been selected-out by the Promotion Board may, if he makes the request in writing within 10 working days of formal notification of such action, receive a hearing before the Selection Board or one of its Panels. The Selection Board will forward its recommendation to the DCI whose decision shall be final.

**18. Other Government Service of Retirees**

A member of the Overseas Career Corps who has retired at age 50 or more may, if he is employed by another Government agency or if he is employed as a contract agent overseas by CIA, receive that portion of his earned annuity which equals the difference between his terminal salary with CIA and his new earned salary with another Government agency or his new contract fee with CIA provided his terminal salary with CIA was the greater.

**19. Identification of Position**

Under the authority of the DCI, the Career Council will specify which positions in the continental limits of the U.S. may be encumbered by members of the Overseas Career Corps, and may specify the duration for which a particular position may be so encumbered by any one individual.

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